

Seashore Village HOA Improvement Proposal Process

Purpose: To provide the membership a process to propose and participate in improvements to the subdivision and allow the Board of Directors to understand the level of neighborhood support for any proposed project before making decisions to consider, follow-up, or approve that project. **Note that this process does not supersede or limit the authorities, requirements, or other provisions of the bylaws or covenants of the HOA.**

Process:

1. Member completes the attached form that includes:
 - a. Concise summary of proposed improvement
 - b. Benefits of the proposal and/or drawbacks if nothing is done
 - c. Potential drawbacks of the proposal
 - d. Other possible alternatives considered or to be considered
 - e. Rough order cost estimate or range (note, this should be based on judgement or consultation with others. It is not necessary to get a formal estimate)
2. Member submits the proposal to the Board of Directors for review and disposition.
3. The Board reviews the proposal and if necessary, returns to preparer for additional information or to provide feedback. The Board then disposes the proposal as follows:
 - a. Approve and move forward with the proposal (subject to limitations in the bylaws and covenants. Note – the board may assign the preparer and/or other Board member to champion and see the proposal through to completion), or
 - b. Disapprove the proposal or suggest alternative and provide rationale to the preparer, or
 - c. Communicate the proposal to the full membership to determine level of support before moving forward with additional legwork, detailed cost estimates, timing, prioritization, etc.
 - d. Ultimately, make final disposition of the proposal that may include putting the proposal to the full membership for approval or disapproval in accordance with the HOA bylaws and covenants.
4. The above process may be used at anytime during the year. Also, the Board should communicate a reminder of this process before the annual meeting to provide members the opportunity to prepare proposals prior to that meeting. Note that this process does not prevent members from raising any issues or suggestions at the annual meeting verbally or otherwise. In fact, members may raise ideas at the annual meeting to gather feedback or potential level of interest before preparing a proposal.

Seashore Village HOA Proposal for Improvement

Preparer:

Date:

Concise Summary of Proposal:

Benefits of Proposal and/or Drawbacks if Nothing is Done

Potential Drawbacks of Proposal:

Other Possible Alternatives to be Considered:

Rough Order Cost Estimate (both one-time and ongoing costs if applicable):

Board of Directors Disposition:

- Approve**

- Disapprove**

- Other**

Rationale: